
Toward Better Meetings: Crafting Meaningful Discussions, Decisions, and Change

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What is your biggest pet peeve about meetings?

Place comments
in the chat now



Preparation is the key

Ask the right questions:

- Who?
- What?
- When?
- Where?
- Why?
- How?

Preparation is the key

And the most
important
question is:

WHY?

Why?

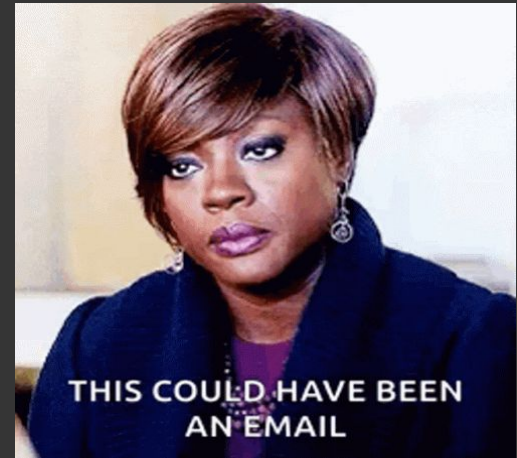
What is the outcome you hope to achieve?

Criteria that necessitates a meeting:

- **Input and/or discussion by attendees**
- **Collaboration as a team**
- **Need to make immediate decisions**

Meeting vs Email?

Both can be a waste of time
Know what is the best medium



Meeting vs Email?

Email is best used for sharing reports, information, status updates, and requests for (short) feedback

Preparation is the key

Ask the right questions:

→ Who?

→ What?

→ When?

→ Where?

→ Why?

→ How?

Who?

Who should attend?

Who does not need to attend?

Collaborate with key leaders ahead of the meeting to help prepare

Assign roles/responsibilities:

- **Chair**
- **Notetaker/secretary**
- **Chaplain**
- **Timekeeper**
- **Tech Support**

Preparation is the key

Ask the right questions:

→ Who?

→ What?

→ When?

→ Where?

→ Why?

→ How?

What?

What outcomes do you expect?

What is essential to achieve the outcome?

What can be left off the agenda?

What can be done more effectively as a report or an email?

Preparation is the key

Ask the right questions:

→ Who?

→ What?

→ When?

→ Where?

→ Why?

→ How?

When?

**What day/time is best for key participants
and to achieve your outcomes?**

Considerations:

Accessibility

Convenience

Obstacles

Engagement/Length

Preparation is the key

Ask the right questions:

- Who?
- What?
- When?
- Where?
- Why?
- How?

Where?

Similar considerations as TIMING

Accessibility

Convenience

Obstacles

Engagement

Virtual vs In-Person

Preparation is the key

Ask the right questions:

- Who?
- What?
- When?
- Where?
- Why?
- How?

How?

What will your meeting look like?

Agenda

Reports: format, time limits

Equipment and supplies

Hospitality

Preparation is the key

**Send meeting information one week
in advance**

Include agenda and minutes

**Send minutes within a week of
meeting (highlight action items)**

Repeat

Annual Meetings/Retreats

Mission/vision/outcomes

Covenant relationships/accountability

Team-building

You've prepared: now meet!

Set the tone

Keep it flowing!

Identify outcomes

Finish well

— Set the tone

- **Begin with means of grace**
(prayer, scripture, communion, holy conversation)
- **Review covenants**
(communication guidelines, time limits, zoom expectations)

Keep it flowing

- **Stick to scheduled agenda**
(but leave room for the Holy Spirit!)
- **“Park” tangential conversations**
- **Remember covenants**
- **Honor start/end times**

Identify Outcomes

- Identify action items
- Establish deadlines and responsibilities
- Follow up between meetings

Finish Well

- Insure all next steps are clear
- Incorporate means of grace
- End on time and together

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Questions?

Thoughts?

Ideas to share?